

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

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Chapter(s) 12

DPM Instruction No. 12-26

SUBJECT: District Government Employees Called to
Active Duty – **AMENDMENT**

Date: June 21, 2004

NOTE: This instruction supersedes DPM Instruction No. 12-20, dated October 25, 2002, for the purpose of adding a new provision on military leave resulting from a recent statutory change (see §§ 2 and 3(a)(2) of this instruction); and make minor modifications to the language in § 3 and other sections of the instruction. All other provisions in the original instruction remain the same.

1. PURPOSE

The purpose of this instruction is to notify agencies under the personnel authority of the Mayor of provisions relevant to District government employees who are members of the reserve components of the armed forces who are called to active duty. These provisions include matters related to pay, leave, health, life insurance, retirement benefits, and employment status while on military duty.

2. AUTHORITY

Title 10 of the U.S. Code, Subtitle E; Title 38 of the U.S. Code, Chapter 43; 5 U.S.C. § 6323, as amended by the National Defense Authorization Act for Fiscal Year 2004, approved November 24, 2003 (Public Law 108-136; 5 U.S.C. § 6323(b)(2)(B)).

3. EMPLOYEE ENTITLEMENT TO LEAVE FOR MILITARY DUTY

a. Military Leave

- (1) Active duty, inactive-duty training, funeral honors duty, or field or coast defense training
 - (a) Any **permanent or temporary indefinite** (including “at-will” employees) employee of the District government who is a member of a reserve component of the armed forces is entitled to leave without loss in pay, time, or performance or efficiency rating for active duty, inactive-duty training (as defined in 37 U.S.C. § 101), funeral honors duty (as described in 10 U.S.C. § 12503; and 32 U.S.C. § 115), or engaging in field or coast defense training under 32 U.S.C. §§ 502 – 505 as a Reserve of the armed forces or member of the National Guard.

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]

Inquiries: DCOP, Policy and Program Development Services, (202) 442-9644

Distribution: Heads of Departments and Agencies, HR Advisors and DPM Subscribers

Retain Until Superseded

- (b) Leave under §3(a)(1)(a) accrues at the rate of **15 days (120 hours) days per fiscal year** and, to the extent that it is not used in a fiscal year, accumulates for use in the succeeding year until it totals 15 days at the beginning of a fiscal year.
 - (c) A part-time employee accrues military leave on a prorated basis, determined by dividing 40 into the number of hours in the regularly scheduled workweek of that employee during the fiscal year.
- (2) Call or order to active duty in support of a “contingency operation”
 - (a) Effective **November 24, 2003**, in addition to the entitlement to military leave under § 3(a)(1) above, any **permanent or temporary indefinite** (including “at-will” employees) employee of the District government who is a member of a reserve component of the armed forces as described in 10 U.S.C. § 10101, or the National Guard, as described in 32 U.S.C. § 101; and performs, for the purpose of providing military aid to enforce the law or for the purpose of providing assistance to civil authorities in the protection or saving of life or property or the prevention of injury, federal service under 10 U.S.C. §§ 331, 332, 333, or 12406, or other provision of law, as applicable, or full-time military service for his State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United State; or performs full-time military service as a result of a call or order to active duty **in support of a contingency operation as defined in 10 U.S.C. § 101(a)(13)** is entitled, during and because of such service, to leave without loss of, or reduction in, pay, leave to which otherwise entitled, credit for time or service, or performance or efficiency rating. Leave granted under this subsection shall not exceed **22 workdays in a calendar year**. The period of absence may not be charged to sick leave.
 - (b) Upon request of the employee, the period for which the employee is absent may be charged to the employee’s accrued annual leave or to compensatory time available to the employee instead of being charged as leave to which the employee is entitled under this subsection.

Note: An employee of the District government who is a member of the National Guard of the District of Columbia is entitled to leave without loss in pay or time for each day of a parade or encampment ordered or authorized under Title 49, District of Columbia Official Code. This is in addition to the maximum described above.

b. Pay

An employee performing active military duty will receive compensation from the armed forces in accordance with the terms and conditions of his or her military enlistment or commission. The employee will not receive any compensation from the District government unless he or she elects to use military leave or annual leave as described in § 3(a) and (c) of this instruction.

Upon return, an employee who has been absent on military leave pursuant to 10 U.S.C. is entitled to all pay that he or she would have received had he or she worked his or her regularly scheduled tour of duty. This includes any premium or differential pay that would have been part of the regularly scheduled tour of duty.

An employee who is called for a period of active duty who has already exhausted the maximum period chargeable to military leave in a calendar year may use annual leave, leave without pay or compensatory time as provided in § 3(c) below.

c. Other Leave

Absence during the period of active duty which is not chargeable to military leave may be charged to annual leave, leave without pay, compensatory time, or any combination thereof, at the employee's option. An employee who elects to use annual leave or compensatory time is entitled to receive his or her regular compensation concurrently with pay and allowances for active duty.

4. RESERVE COMPONENTS

The reserve components of the armed forces include the following:

- a. The Army Reserve;
- b. The Naval Reserve;
- c. The Marine Corps Reserve;
- d. The Air Force Reserve;
- e. The Coast Guard Reserve; and
- f. The Army and Air Force National Guards, including the D.C. National Guard.

5. PROCEDURES FOR LEAVE FOR MILITARY DUTY

- a. Except as specified in § 5(b) below, employees are required to provide their employer with advance notice of military service. Notice may be either written or oral. It may be provided by the employee or by an appropriate office of the branch of the military in which the employee will be serving.
- b. However, no notice is required if:
 - (1) Military necessity prevents the giving of notice or;
 - (2) The giving of notice is otherwise impossible or unreasonable.

“Military necessity” is defined in regulations prescribed by the Secretary of Defense. These regulations are not subject to court review.

- c. Written notice for leave shall be submitted on a DCSF-71, Application for Leave, and must be accompanied by two (2) copies of the military orders requiring the employee to report to duty. One copy of the military orders is forwarded to the

Office of the Chief Financial Officer, Office of Pay and Retirement Services, and the other copy is retained with the agency's record of the employee's time and leave.

- d. In the event that an employee is prevented from presenting military orders at the time of notice, or in situations described in § 5(b) above, military orders will be provided to the employee's supervisor as soon as possible.

6. SUBORDINATE AGENCIES – REPORTING REQUIREMENTS

Each agency under the personnel authority of the Mayor is required to transmit to the D.C. Office of Personnel (DCOP) a copy of each set of military orders received for any employee of the agency who is called to active duty.

7. D.C. OFFICE OF PERSONNEL – RESPONSIBILITIES

The DCOP is responsible for establishing and maintaining a military orders file for each agency serviced; and compiling and updating, as appropriate, a list of all employees called to active military duty in agencies which they service. The list is to include each employee's name, position title, series, grade, and employing agency.

8. BENEFITS FOR EMPLOYEES ON LEAVE WITHOUT PAY FOR MILITARY DUTY

a. Health Benefits

The provisions set forth below apply to employees covered by the Federal Employee's Health Benefits (FEHB) Program and the D.C. Employee's Health Benefits (DCEHB) Program who are placed in a leave without pay (LWOP) status for military duty for a full pay period or more, or for a portion of a pay period such that the pay they receive is insufficient to cover the employee contribution toward the premium cost.

- (1) If an employee enters on active duty for a period of time not limited to 30 days or less, the health benefits enrollment may be continued for up to 18 months, unless the employee elects to have the enrollment terminated as of the day before entering active duty. During the first 365 days, an employee who continues his or her enrollment during military service after being placed in a LWOP status for military duty, is responsible for paying the employee share of the premium. For the remainder of the 18 months, the employee is responsible for the full premium (employee share, plus the government share), plus a 2 percent administrative fee. This includes giving an employee a notice stating that the enrollment will continue for up to 18 months, that the employee will be responsible for the premiums, and that, if the employee would prefer to have the enrollment terminated during the period of military service, the employee must notify his or her employing agency in writing. The notice is to be provided by the employee's agency. Copies of 2 notices are attached to this instruction, as well as a list of agency coordinators for payment of

Health Benefits while in a nonpay status (Attachment 1 is the notice for employees covered under the FEHB Program, Attachment 2 is the notice for employees covered under the DCEHB Program, and Attachment 3 is the list of agency coordinators).

- (2) If the employee elects to have his or her enrollment terminated, the enrollment must be terminated effective on the day he or she is separated, furloughed, or placed on leave of absence for the purpose of entering active military service. The employee and covered family members are entitled to a 31-day temporary extension of coverage and to convert to a nongroup contract. Employees and family members covered by the FEHB Program may elect the Temporary Continuation of Coverage benefit if otherwise eligible.
- (3) If the employee does not return to duty within 12 months, the DCOP should prepare a Notice of Change in Health Benefits Coverage Form (SF-2810 or DCSF-1270) terminating the enrollment effective at the end of the pay period which includes the 365th day. The employee and covered family members are entitled to a 31-day temporary extension of coverage and to convert to a nongroup contract. Employees and family members covered by the FEHB Program may elect the Temporary Continuation of Coverage benefit if otherwise eligible.
- (4) An employee who returns from military duty, but not in the exercise of reemployment rights must, if eligible for coverage, register within 31 days after returning to civilian duty, the same as a new employee. He or she may register to enroll for "Self Only" or for "Self and Family" in any option of any plan available. An employee who continued health benefits coverage while on leave without pay for military duty who does not wish to make any changes in his or her coverage should not complete a new registration form.
- (5) The enrollment of an employee who exercises reemployment rights upon returning from military duty should be "reinstated" on the Notice of Change in Health Benefits Enrollment Form (SF 2810 or DCSF 1270), effective on the day he or she returns to civilian duty. The SF 2810 or DCSF 1270 "reinstating" the employee should indicate in the Remarks section that: "A previously terminated enrollment is being reinstated because of return from military service."

An employee who returns from military duty in the exercise of reemployment rights may change the "reinstated" enrollment from "Self Only" to "Self and Family," and to any option of any plan available, within 31 days after returning to civilian service. Also, if the employee was not enrolled when he or she entered military duty, he or she may enroll within 31 days after returning to civilian service. The registration becomes effective on the first day of the pay period beginning after the completed Health Benefits Registration Form (SF 2809 or DCSF 1269) is received in the DCOP and which follows a pay period during any part of which the employee was in a pay status.

- (6) For purposes of eligibility to continue enrollment after retirement, an employee whose enrollment was terminated for military service is not considered to have had an

interruption in enrollment if the benefit is reinstated when he or she returns to civilian service, or if the employee re-enrolls within 31 days after returning to civilian service.

b. Life Insurance

The provisions set forth below apply to employees covered under the Federal Employee's Group Life Insurance (FEGLI) Program and the D.C. Employees' Group Life Insurance (DCEGLI) Program who are placed in a LWOP status for military duty for a full pay period or more.

- (1) Basic and optional insurance continues without cost to the employee while he or she is in a nonpay status for up to 12 months;
- (2) Coverage expires automatically at the end of 12 months; and
- (3) If, after losing coverage at the end of 12 months in a nonpay status, an employee returns to duty in a position eligible for life insurance coverage, the lost coverage is automatically restored at the time he or she enters into duty in a pay status unless a waiver or a declination for optional insurance is filed.

c. Retirement

- (1) Civil Service Retirement System (CSRS)

An employee subject to the CSRS who is in a LWOP status for active military duty or on military furlough is not considered, for retirement purposes, as separated from a civilian position unless he or she applies for and receives a refund of lump sum retirement contributions or until the employee has been in a nonpay status while on military duty for 5 years. At the end of that 5-year period, the employee is considered to have been voluntarily separated.

For retirement purposes, an employee who leaves his or her position to enter the armed forces but who fails to return to the position after release from active duty, is considered to have been voluntarily separated as of the date of release from active duty.

While on leave for military duty, an employee earns creditable service time towards retirement and is entitled to the retirement rights he or she had upon entering the armed forces plus accrual of additional service credit as if he or she had continued in a position. If during the period of leave while on military duty, an employee becomes eligible to retire (whether voluntary retirement, disability retirement, or voluntary early retirement), he or she may apply for retirement. An employee entering the armed forces who is separated because the period of leave exceeds 5 years or because the employee chooses to resign, may receive

a refund of lump-sum credit or may choose to defer retirement. However, receiving a refund makes a separation from the civilian service “absolute” for retirement purposes, thereby depriving the person and his or her survivors of retirement coverage unless and until he or she returns to duty following military service.

(2) Defined Contribution Pension Plan

An employee covered under the Defined Contribution Pension Plan for employees first hired after September 30, 1987 who enters into a LWOP status for military duty will earn creditable service for the period of LWOP while on military duty. The creditable service is applied towards both the 1-year waiting period before an employee becomes a participant in the pension plan and towards the 5-year period for vesting in the pension plan.

If an employee is on LWOP for military duty for more than 5 years, he or she is considered to have voluntarily separated on the last day of the 5-year period. Also, if the employee is separated from active duty before 5 years pass but does not return to his or her civilian position within 3 workdays, he or she is considered to have separated voluntarily.

An employee with less than 1 year of creditable service who has a break in service in excess of 3 workdays who is subsequently reemployed by the District government must begin the 1-year waiting period anew. An employee who has met the 1-year eligibility requirement and has separated, but who returns to District government employment in a position subject to the defined contribution pension plan within 1 year of the date of separation, shall resume participation in the pension plan without a loss of prior creditable service or forfeiture of any contributions and income allocated to his or her account. An employee who is reemployed by the District government after a separation from service in excess of 1 year must satisfy a new the 1-year waiting period to become a participant in the pension plan and the 5-year vesting requirement.

During the time that an employee is in a nonpay status, no contributions are made to the employee’s pension account, because those contributions are a percentage of the base salary paid each pay period.

If an employee who has completed the 1-year waiting period and has become a participant in the pension plan dies or becomes disabled, he or she (or the employee’s beneficiaries in the case of death) vests immediately in any contributions and income in his or her account.

(3) Police and Firefighter’ Retirement

An employee subject to the Police and Firefighters’ Retirement System who enters on leave without pay for military duty or for military furlough will not be considered as separated from his or her position unless he or she applies for and receives his or her retirement contributions, or unless the period of unpaid absence for military duty exceeds 5 years.

9. EMPLOYEE STATUS WHILE ON MILITARY DUTY

The entire period of military duty is creditable for rights and benefits based upon length of service within-grade salary increases, career tenure, completion of probationary period, time-in-grade requirements, and leave rate accrual.

Rosalind R. Inge
Interim Director of Personnel

Attachments

FEDERAL EMPLOYEES' HEALTH BENEFITS PROGRAM

Notice of Health Benefits Regulations Affecting You

(Specific notice to employees entering (or already in) nonpay status)

Name of Employee: _____ Date: _____

Employees who are placed in a nonpay status while on military duty may keep their Federal Employees' Health Benefits (FEHB) coverage for up to 18 months. During the first 365 days, you are responsible for paying the "regular" employee amount of the premium; you can either pay the premiums on a current basis, or you can incur a debt to the government and repay it when you return to active District service. During the remainder of the 18 months, you are responsible for the full premium (employee share, plus the government share), plus a 2 percent administrative fee; these premiums must be paid on a current basis.

If you wish to pay the premiums before returning to work, you should talk with, or write to, the contact person named below for precise information on how to make the payments. If you do not settle the amount due before returning to work, recovery will be made from your salary. The regulations state that an employee is deemed to consent to withholdings from salary to cover past-due premiums for coverage which continued during pay periods for which there was no withholding of premiums. When you return to duty or separate from service, whichever is earlier, you will be advised of the total amount to be recovered and, before any action is taken, you will be given the opportunity to suggest a reasonable withholding from salary based on your individual circumstances. If the amount due cannot be withheld in full from salary, it will be recovered from other sources normally available for the recovery of any indebtedness due the District of Columbia, including a lump sum payment of accrued leave.

FEHB coverage terminates at the end of 18 months. Employees get a free 31-day extension of coverage during which they can convert to a nongroup policy. (These employees are not eligible of TCC (Temporary Continuation of Coverage). If an employee doesn't want to continue the FEHB coverage while he/she is in a nonpay status, the employee can elect in writing to have the FEHB coverage terminated. (The employee still gets the free 31-day extension and the right to convert).

A cancellation is generally effective at the end of the pay period after the pay period in which is received in the employing office. There is no 31-day extension of coverage or right to convert to a nongroup contract with your plan following a cancellation. Note that if you cancel health benefits, you will not be automatically required to re-acquire your health benefits upon return to pay status. Most employees must wait for an open season in order to re-enroll, but there are other circumstances listed in the booklet, FEHB Enrollment Information and Plan Comparison Chart, which will allow you to re-enroll following a cancellation. Also, before canceling, you should be aware of the requirements for continuing health benefits group coverage during retirement or receipt of workers' compensation benefits. Generally, an employee must have been enrolled (or covered as a family member in a FEHB plan) for the five years of service immediately preceding retirement, or for all period(s) during which eligible to be enrolled, if less than five, in order to continue the group coverage into retirement.

When an employee who has been on military duty returns to active Federal service, he or she can enroll in an FEHB plan within 60 days of the return to service (as long as the position is not excluded from coverage).

Please check the appropriate space(s) below, sign to acknowledge receipt of this information, and return this sheet to your contact person: _____. (If this sheet was mailed to you, a return envelope is enclosed for your use):

- _____ I do not want to cancel my health benefits.
- _____ I want more information about canceling my health benefits.
- _____ I want to cancel my health benefits effective as soon as possible.

Continuation —Notice of Health Benefits Regulations Affecting You

I understand that I must pay the premiums for my health benefits coverage which continues during nonpay status (or during pay periods when my salary is insufficient to cover the required premium), and that, if I do not settle before returning to work, the amount due will be recovered from my salary or any other monies owed me by the District government.

Signed: _____

Date: _____

AGENCY: _____

ENROLLMENT CODE: _____

LWOP BEGIN DATE: _____

EMPLOYEE'S SSN: _____

D.C. EMPLOYEES' HEALTH BENEFITS PROGRAM

Notice of Health Benefits Regulations Affecting You

Name of Employee: _____

Date: _____

For the purposes of health benefits for military duty, the D.C. Employees' Health Benefits (DCEHB) Program, which was created on October 1, 1987, currently follows the same procedures as the Federal Employees' Health Benefits (FEHB) Program. These rules permit an employee to continue participation in the health benefits program for 18 months while in a non-pay status.

There is no charge for withholdings from salary. However, if you are in non-pay status for an entire pay period, or if your salary for a pay period does not cover the full employee share, you will be required to make the payment due. If you wish to pay the premiums before returning to work, you should talk with, or write to, the contact person named below for precise information on how to make payments. If you do not settle the amount due before returning to work, recovery will be made from your salary. An employee is deemed to consent to withholding from salary to cover past due premiums for coverage which continued during pay periods which there was no withholdings of premiums. When you return to duty or separate from service, whichever is earlier, you will be advised of the total amount to be recovered and, before any action is taken, you will be given the opportunity to suggest a reasonable withholding from salary based on your individual circumstances. If the amount cannot be withheld in full from salary, it will be recovered from other sources normally available for the recovery of any indebtedness due the District government, including a lump sum payment of accrued leave.

During the first 365 days you are enrolled in health benefits and in a nonpay status, you are responsible for payment of the employee share and the agency must pay the government contribution for your plan. During the remainder of the 18 months, you are responsible for the full premium (employee share, plus the government share), plus a 2 percent administrative fee; these premiums must be paid on a current basis.

If you do not want this coverage, you may voluntarily cancel your health benefits enrollment. A cancellation is normally effective at the end of the pay period after the pay period in which it is received in the employing office. There is no 31-day extension of coverage or right to convert to nongroup contract with your plan following a cancellation. Note that if you cancel health benefits, you will not be automatically allowed to re-acquire health benefits upon your return to a pay status. Most employees must wait for an open season in order to re-enroll, but there are other circumstances listed on the back of the DCSF 1269, Health Benefits Registration form or, in the booklet "DCEHB Enrollment Information and Plan Comparison Chart," which would allow you to re-enroll following a cancellation. Also, before canceling, you should be aware of the requirements for continuing health benefits group coverage during retirement or receipt of disability compensation benefits. Generally, an employee must have been enrolled (or covered as a family member in a DCEHB plan) for the five years of service immediately preceding retirement, or for all period(s) during which eligible to be enrolled, if less than five years, in order to continue the group coverage into retirement.

Please check the appropriate space(s) below, sign to acknowledge receipt of this information, and return this sheet to your contact person: _____. (If this sheet was mailed to you, a return envelope is enclosed for your use):

☐ I do not want to cancel my health benefits.

☐ I want more information about canceling my health benefits.

☐ I want to cancel my health benefits effective as soon as possible.

I understand that I must pay the premiums for my health benefits coverage which continues during nonpay status (or during pay periods when my salary is insufficient to cover the required premium), and that, if I do not settle before returning to work, the amount due will be recovered from my salary or any other monies owed me by the District government.

Signed: _____

Date: _____

AGENCY: _____

ENROLLMENT CODE: _____

LWOP BEGIN DATE: _____

EMPLOYEE'S SSN: _____

Agency Benefits Contacts

| Agency | Coordinator | Telephone Number | Facsimile Number | E-Mail Address |
|---|------------------------------------|------------------------------|------------------|--|
| Advisory Commission on Sentencing | Cynthia Lee | 202-727-6366 | 202-727-6542 | Cynthia.lee@dc.gov |
| Auditor of the District of Columbia | Valerie Holt | 202-727-8997 | 202-724-8814 | Valerie.holt@dc.gov |
| Board of Library Trustees | Mary Miller | 202-727-1131 | 202-727-0755 | Mary.miller@dc.gov |
| Board of Real Property Assessments and Appeals | Doretha McCallum | 202-727-3596 | 202-727-0392 | Doretha.mccallum@dc.gov |
| Board of Trustees of the University of the District of Columbia | Yvonne Chandler | 202-274-5020 | 202-274-6300 | Ychandler@udc.edu |
| Child and Family Services Agency | Mary Diggs | 202-724-7358 | 202-727-5750 | Mdiggs@cfsa-dc.org |
| Citywide Call Center | Patricia McCreary | 202-727-0212 | 202-727-2336 | Patricia.mccreary@dc.gov |
| Commission on Judicial Disabilities and Tenure | Cathae Hudgins | 202-727-1363 | 202-727-9718 | Cathae.hudgins@dc.gov |
| Commission on the Arts and Humanities | Alec Simpson | 202-724-1474 | 202-727-4135 | Alec.simpson@dc.gov |
| Contract Appeals Board | Jonathan Zischkau | 202-727-6597 | 202-727-9339 | Jonathan.zischkau@dc.gov |
| Controller of the District of Columbia | Tanya Ricks | 202-442-9493 | 202-727-9493 | Tanya.ricks@dc.gov |
| Council of the District of Columbia | Vivian Ellis | 202-724-8042 | 202-724-8168 | Vellis@dccouncil.us |
| D.C. Energy Office | Cynthia Boykins Reda Harden | 202-673-6705 202-671-3302 | 202-673-6725 | Cynthia.boykins@dc.gov Reda.harden@dc.gov |
| D.C. Public Schools | Angela Davis | 202-442-5351 | 202-442-5315 | Angela.davis@k12.dc.us |
| Department of Consumer and Regulatory Affairs | Cassandra Hayden Leila Franklin | 202-442-8938 202-442-8929 | 202-442-9445 | Cassandra.hayden@dc.gov Leila.franklin@dc.gov |
| Department of Corrections | Betty Green | 202-671-2103 | 202-673-2252 | Betty.green@dc.gov |
| Department of Employment Services | Marilyn Williams | 202-671-1900 | 202-673-6993 | Marilyn.williams@dc.gov |
| Department of Finance and Revenue | Tanya Ricks | 202-442-9493 | 202-727-9493 | Tanya.ricks@dc.gov |
| Department of Health | Jeanette Fields | 202-442-8988 | 202-442-4808 | Jeanette.fields@dc.gov |
| Department of Housing and Community Development | Loretta Dodson | 202- 442-7277 | 202-671- 8391 | Loretta.Dodson@dc.gov |
| Department of Human Services | Letitia Hackett | 202-671-4401 | 202-671-4409 | Letitia.Hackett@dc.gov |

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|---|-------------------------------------|------------------------------|--------------|--|
| Department of Insurance, Securities and Banking | Patricia Haylock | 202-442-8791 | 202-535-1196 | Patricia.haylock@dc.gov |
| Department of Mental Health | Louisa Buadoo-Amoa | 202-673-3652 | 202-673-4386 | Louisa.buadooamoa@dc.gov |
| Department of Motor Vehicles | Odessa Nance | 202-535-1533 | 202-535-1369 | Odessa.nance@dc.gov |
| Department of Parks and Recreation | Erica Minor | 202-673-3550 | 202-673-6759 | Erica.minor@dc.gov |
| Department of Public Works | Deborah Bonsack | 202-671-2204 | 202-671-0628 | Deborah.bonsack@dc.gov |
| District of Columbia Board of Elections and Ethics | Karla Garcia | 202-727-2194 | 202-628-5952 | Kgarcia@dcboee.org |
| District of Columbia Emergency Management Agency | Tanya Mitchell | 202-727-2775 | 202-673-2290 | Tanya.Mitchell@dc.gov |
| District of Columbia Lottery and Charitable Games Control Board | Janice Cager Carol Jackson Jones | 202-645-8021 202-645-7950 | 202-610-1231 | Janice.cager@dc.gov Carol.jacksonjones@dc.gov |
| District of Columbia Retirement Board | Valerie Wilkins | 202-535-1271 | 202-535-1414 | Valerie.wilkins@dc.gov |
| Executive Office of the Mayor | Patricia McCreary | 202-727-0212 | 202-727-2336 | Patricia.mccreary@dc.gov |
| Fire and Emergency Medical Services Department | Carmen Ealey-Tate | 202-673-3337 | 202-673-7217 | Carmen.ealey-tate@dc.gov |
| Judicial Nomination Commission | Cynthia Lee | 202-727-6366 | 202-727-6542 | Cynthia.lee@dc.gov |
| Metropolitan Police Department | Asst. Chief Shannon P. Cockett | 202-727-4261 | 202-727-0310 | Shannon.cockett@dc.gov |
| Office of Administrative Hearings | Diana Arrington | 202-724-5475 | 202-727-8740 | Diana.Arrington@dc.gov |
| Office of the Attorney General for the District of Columbia | Frank Sobolesky | 202-724-5648 | 202-347-8922 | Frank.sobolesky@dc.gov |
| Office of Cable Television and Telecommunication | Robin Yeldell | 202-671-0061 | 202-332-7020 | Robin.yeldell@dc.gov |
| Office of Citizen Complaint Review | Cynthia Lee | 202-727-6366 | 202-727-6542 | Cynthia.lee@dc.gov |
| Office of the City Administrator/Deputy Mayor for Operations | Patricia McCreary | 202-727-0212 | 202-727-2336 | Patricia.mccreary@dc.gov |
| Office of Communications | Patricia McCreary | 202-727-0212 | 202-727-2336 | Patricia.mccreary@dc.gov |
| Office of Contracting and Procurement | Carliss Barnett | 202-724-4365 | 202-724-2435 | Carliss.barnett@dc.gov |
| Office of the Deputy Mayor for Economic Development | Cynthia Lee | 202-727-6366 | 202-727-6542 | Cynthia.lee@dc.gov |
| Office of Employee Appeals | Gabrielle Barrow | 202-727-0004 | 202-727-5631 | Gabrielle.smith-barrow@dc.gov |

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|---|---------------------------|--------------|--------------|--|
| Office of Financial Information Services | Tanya Ricks | 202-442-9493 | 202-727-9493 | Tanya.ricks@dc.gov |
| Office of Human Rights | Farouk Hosein | 202-727-4559 | 202-727-9589 | Fahosein@dc.gov |
| Office of Labor Relations and Collective Bargaining | Denise Richardson | 202-724-4953 | 202-727-6887 | Denise.Richardson@dc.gov |
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